



## Microsoft Careers

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### Attorney

Microsoft has an immediate opening for an experienced employment attorney to join the Employment Law Group to work on cutting-edge employment law issues in support of its dynamic and creative Human Resources Department and senior business leaders.

Primary responsibilities include:

- Advising HR professionals and business leaders about employment and labor law issues including discrimination, wrongful termination, wage and hour, ADA/FMLA, noncompete/trade secrets and breach of contract;
- Providing employment law advice regarding and directing internal investigations;
- Handling pre-litigation demand letters and agency charges received from current and former employees and/or their counsel;
- Developing and reviewing written HR policies and processes, templates, intranet sites, and training materials;
- Developing and delivering legal training for HR generalists, and company managers.

The responsibilities of this position require the ability to grasp and explain technical subject matter, think creatively to resolve situations, identify and implement system-wide changes where appropriate, and frequently and regularly communicate with outside counsel, other attorneys, paralegals and staff, Human Resources personnel, and Microsoft leaders.

Qualifications Should Include:

- 5+ years of demonstrated work experience in employment and labor law or related fields, including counseling clients, conducting training, and handling significant employment litigation;
- JD from an ABA accredited law school with a license to practice law, and outstanding academic credentials;
- Highly developed written and oral communications skills, with the ability to clearly articulate recommendations and options about complex legal issues;
- Ability to collaborate and partner effectively with others as a member of a legal services team;
- Strong client service focus and the ability to work efficiently, prioritize a high-volume and fluctuating workflow, meet demanding deadlines, and manage projects in a fast-paced environment;

Job # 944638

Locations United States, Redmond (WA)

Job families Legal & corporate affairs

Teams Legal & corporate affairs

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- Ability to understand technology issues.

This description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or group.

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